

Guide for Taking Notes

Name: _____

Complete the following chart in point-form notes as you listen to the two guest speakers.
Give examples for each.

| Criteria | Guest 1 | Guest 2 |
|--------------------------|---------|---------|
| Purpose of Presentation | | |
| Signal Words | | |
| Types of Reading | | |
| Types of Writing | | |
| Types of Speaking | | |
| Reading Strategies Used | | |
| Writing Strategies Used | | |
| Speaking Strategies Used | | |
| Opinions | | |
| Facts | | |